

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



**HEADQUARTERS PACAF
INSTRUCTION 52-101**

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Chaplain

COMMAND-WIDE POLICIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: PACAF/HCX (Ch, Col John S. Sanders)

Certified by: HQ PACAF/HC
(Ch, Col Michael C. Whittington)

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This instruction implements AFD 52-1, *Chaplain Service*, AFI 52-101, *Planning and Organizing*, AFI 52-102, *Professional Development*, AFI 52-104, *Chaplain Service Readiness*, AFI 52-105, Vol II, *Chapel Tithes and Offerings Fund*, and establishes PACAF policies, procedures, and guidelines for Chaplain Service programs. This publication applies to all PACAF Chaplain Service functions. These policies serve as HQ PACAF/HC supplemental procedures to be followed in conjunction with HQ USAF/HC 52-series publications. This publication does not apply to the Air National Guard or US Air Force Reserve units.

1. Biweekly Base Briefing (B3) Input and Worship Attendance and Counseling Sessions:

- 1.1. Administer AF Form 1270 leadership, unit personnel, and parishioner satisfaction surveys quarterly.
- 1.2. Collect quarterly worship attendance, number of unit visits to include: Suicide Ideations, Family & Marriage (including premarital), Religious Issues, Job-Related Issues, Substance Abuse, and Other.
- 1.3. Forward paragraphs **1.1.** and **1.2.** inputs via email to <mailto:pacaf.hc@hickam.af.mil> not later than 15 calendar days after the close of each quarter.

2. Annual AF Form 1270A: This form is due to <mailto:pacaf.hc@hickam.af.mil> annually by 31 December.

3. HQ PACAF/HC Staff Visits: In accordance with DoD Directive 5100.73, HQ PACAF/HC provides management headquarters functional oversight and evaluation of USAF Chaplain Service ministries at PACAF bases. These requirements are met through Command Chaplain pastoral visits, staff assistance visits (when requested), Unit Compliance Inspections (UCI), and Operational Readiness Inspections (ORI). (**Attachment 1**)

4. Continuity of Operations:

4.1. Maintain a Chaplain Function Continuity File that contains the following information:

- 4.1.1. Mission of the installation and local Chaplain Service function
- 4.1.2. Local Chaplain Service organizational structure
- 4.1.3. Unit Manning Document (UMD)
- 4.1.4. Unit Personnel Management Roster (UPMR)
- 4.1.5. Position descriptions for assigned personnel
- 4.1.6. Local Chaplain Service strategic planning information to include needs assessments, resource application priorities, and performance measurement indicators
- 4.1.7. List of recurring reports and suspense dates (wing and HQ PACAF/HC)
- 4.1.8. Status of funds, facilities, and equipment
- 4.1.9. Copy of the most recent UCI and ORI reports and any memoranda for record (MFR) from each inspection

4.2. To ensure an accurate accounting of assigned/attached personnel and to facilitate a rapid response to short-notice mobility taskings, report the following personnel management circumstances to HQ PACAF/HC as they occur:

- 4.2.1. Notify HQ PACAF/HC prior to the departure (Leave/TDY/PCS) of the Wing Chaplain and/or NCOIC and who will serve in these interim leadership positions during the periods of absence.
- 4.2.2. Send arrival/departure reports to PACAF/HC within 48 hours of Chaplain Service personnel arriving or departing PCS. Include the following information in the report:
 - 4.2.2.1. Name, grade, DOR, PAFSC, Religious Code, DOS, TAFMS, DEROS, deployment history (past 3 years), and bust-type digital photo when identifying incoming personnel including IMAs being attached for training.
 - 4.2.2.2. Name, grade, departure date and gaining base when identifying departing personnel.
- 4.2.3. Send projected gain/loss reports within 72 hours of being notified of a gain or loss to your section.
- 4.2.4. Notify HQ PACAF/HC if you receive a deployment tasking from another organization.
- 4.2.5. When personnel are placed on physical profile, fax a copy of the profile to HQ PACAF/HC at (315) 449-8328 within 24 hours. Contact HQ PACAF/HC within 24 hours when personnel are removed from profile.
- 4.2.6. When personnel assigned to your staff or members of their immediate family die or are hospitalized, complete and send a copy of the appropriate notification forms found on the HQ PACAF/HC Web Page to <mailto:pacaf.hc@hickam.af.mil> or fax (315) 449-8320 within 24 hours.

4.3. Readiness exercises provide “no fault” opportunities to train and evaluate plans and procedures with the intent of improving unit readiness and ensuring the capability to respond to peacetime/war-

time contingencies. To this end, each wing-level chaplain function will exercise its contingency support plan as a part of all local exercises.

5. Chaplain Tithes and Offerings Fund (CTOF) Management and Administration:

5.1. HQ PACAF/HCX must coordinate on your CTOF operating instruction. Forward your operating instruction to <mailto:pacaf.hc@hickam.af.mil> before implementing.

5.2. Reporting. Wing Chaplains send Statement of Assurance, end-of-fiscal-year CTOF Budget vs. Actual by Class, September Reconciliation, and Standard Profit and Loss Report to PACAF/HC no later than 15 November.

5.3. Maintain a CTOF Continuity File that contains the following information:

5.3.1. Copy of your MAJCOM-approved CTOF operating instruction.

5.3.2. Copies of all CTOF guidance from HHQ.

5.3.3. Copy of the most recent annual Balance Sheet.

5.3.4. Appointment letters for Account Managers, Accounting Technician, and their alternates.

5.3.5. Authorization documents of check signatories (normally copies of bank signature cards) and any other account access information.

5.3.6. Copies of all active contracts or service agreements to include statements of work/position descriptions, bids, advertisements, and legal reviews as applicable.

5.3.7. Tax information—federal identification number, state and local tax information and copies of most recent TD Forms 1096 and 1099.

5.3.8. Warranty information on all fund-owned property.

5.3.9. A list of current fixed assets and most recent property change report with supporting documents (e.g. reports of survey, investigation reports, claims/disposition documents).

5.3.10. Security Forces safe storage limitation authorization letter.

5.3.11. Most recent audit and PACAF inspection reports or cross-reference sheets.

5.4. Apply the following administrative procedures to manage denominational worship:

5.4.1. A denominational worship service must satisfy a valid, documented need. The Wing Chaplain or equivalent will maintain the documentation justifying the need.

5.4.2. Denominational lay leaders or ministers must be endorsed in writing by their church headquarters before conducting denominational worship services. The Wing Chaplain or equivalent will annually validate all denominational endorsements.

5.4.3. If worship service offerings are taken, deposit offerings from the service into the CTOF using a locally generated attendance and offering form. Distribute file copies of the form to the Wing Chaplain (original copy), to the appropriate church headquarters and to the local religious group conducting the denominational service.

5.4.4. Incorporate into the CTOF operating instructions internal controls with a verifiable audit trail for the handling of denominational offerings.

6. Responding to Suicidal Telephone Callers:

6.1. At a minimum, PACAF Chaplain Service personnel will perform the following actions in response to suicidal callers:

6.1.1. Immediately apply local procedures for tracing the telephone call in accordance with the procedures found in [Attachment 2](#).

6.1.2. Employ *Applied Suicide Intervention Skills Training* (ASIST), if certified to do so.

6.1.3. Be prepared to solicit the immediate assistance from any person in the local area when trying to trace the call (e.g. writing a note to your spouse or a chaplain assistant directing their help).

6.2. The details of the conversation fall under the rubric of “privileged communication” and should not be disclosed; however, notifying emergency personnel to save the caller’s life does not constitute a breach of confidence.

MICHAEL C. WHITTINGTON, Chaplain, Colonel, USAF
Command Chaplain

Attachment 1**COMMAND CHAPLAIN & FUNCTIONAL MANAGER VISIT REQUIREMENTS**

A1.1. Prepare an itinerary of events and send a copy to HQ PACAF/HC to arrive NLT 1 week before the team's departure. Coordinate any changes directly between the Command and Wing Chaplain. Please include the following in the itinerary:

- A1.1.1. Courtesy visit with the WG/CC for the Command Chaplain
- A1.1.2. A courtesy visit with the WG/CCC for the 5R0 Functional Manager
- A1.1.3. Sixty-minute interviews with each chaplain and the NCOIC for Command Chaplain
- A1.1.4. Sixty-minute interviews with each chaplain assistant and the Wing Chaplain for the 5R0 Functional Manager
- A1.1.5. Base and local community windshield tour
- A1.1.6. A tour of all chapel facilities
- A1.1.7. A chaplain function briefing and roundtable discussion with your staff
- A1.1.8. The opportunity to address your congregations, as appropriate

A1.2. Your briefing should affirm the chaplain staff and programs. Feel free to invite religious education coordinators, attached IMAs and others who would enhance the process. Remember, your briefing should be comprehensive and identify not only the basics, but also your successes and concerns. At a minimum, please address the following items:

- A1.2.1. Background information regarding the base and chaplain function mission
- A1.2.2. Base population (including civilians and family members)
- A1.2.3. Information regarding housing, support facilities and surrounding community
- A1.2.4. Statistical information regarding chapel ministries and programs
- A1.2.5. Resource management data regarding facilities, funding, personnel, contract services, etc.
- A1.2.6. OPSTEMPO/PERSTEMPO highlights impact and concerns
- A1.2.7. Doing Global Ministry Implementation and ministry benchmarks/impacts
- A1.2.8. Additional information you feel will provide an accurate portrayal of your ministries

A1.3. Please provide hardcopy information packets upon arrival that are comprehensive enough to acquaint the Command Chaplain and 5R0 Functional Manager with the base, chapel programs and staff. Recommend including the following information:

- A1.3.1. Hardcopy of the chapel briefing
- A1.3.2. Most recent worship service bulletins
- A1.3.3. Base newspaper and map
- A1.3.4. Roster of key base personnel

A1.3.5. Roster of chapel staff with spouses' names, as applicable

A1.3.6. Bios of NAF and Wing/CC, as well as the NAF and Wing/CCC

A1.4. The host chaplain function will arrange billeting and, as appropriate, a U-drive sedan for the team's use during the visit.

Attachment 2**TRACING TELEPHONE CALLS IN PACAF****Andersen AFB GU**

- Contact LE desk and have SFS authorize trace.
- The SFS contacts Comm Sq to initiate trace.

Eielson AFB AK

- If call comes from another government line, call Telephone Control to trace.
- Calls coming from housing/off-base are untraceable (capability is being worked).
- If call is received via 911, Fire Department will trace it.

Elmendorf AFB AK

- If someone else is available, remain on line with caller and instruct other person to call Law Enforcement (LE) Desk at 552-3421 (24 hours).
 - Report physical location of phone and phone number on which the call was received.
 - SFS will then initiate trace.
- If no one else is available, perform the following after call is terminated.
 - Leave phone off of hook.
 - Go to another phone and call LE Desk at 552-3421 (24-hours).
- Report physical location of phone and phone number on which the call was received, as well as date/time call was received.
 - SFS will initiate trace.

Hickam AFB HI

- While on telephone with caller...
 - Tap the hook switch quickly.
 - Dial *22.
 - Wait for recording or warbling tone to validate call was successfully traced.
 - Tap hook switch to return to caller
- After completing call...
 - Contact 15 SFS at 449-7114.
 - Provide your phone number, and date/time the call was received.
- The SFS will then contact Hickam Internal Transfer System OPR and other personnel required for an appropriate response.

Kadena AB JA

- Trace call by using telephone's Malicious Call Hold (MCH) feature during call:
 - While caller is on the line, momentarily depress hook switch (dial tone), and dial *72.
 - MCH is activated when caller returns to the line.
 - After MCH is activated, continue asking caller questions.
 - If phone has caller ID-type feature, caller's bldg # and/or telephone # will display.

Kunsan AB ROK

- Upon receiving call, press MCH key, then press line key on which the call came.
- Keep caller on as long as possible.
- If caller hangs up, do not hang up phone. Instead use another phone to notify L.E.
- During duty hours, call NCC/TCO and OSI office. They will work the trace.
- After duty hours, NCC/TCO has a "standby" to staff trace. The NCC/TCO will need legal permission from L.E. Desk or OSI to trace.

Misawa AB JA

- Misawa chapel section phones are equipped with digital displays.
- Calls originating from on base will display telephone # where calls were made.
- DSN calls should display DSN number on phone.
- Calls from local community will display **INCITY**.
- Calls from outside local area or Japan will display **CONS** which came from base operator.
- Direct dial calls from USA will display telephone #.
- Tracing telephone calls...
 - Look on phone display to see if caller's phone number appears; if so, write it down.
 - Otherwise write down what is displayed (e.g. CONS, INCITY).
 - Record date, time and duration of call, and report it to Wing Chaplain or NCOIC.
 - Contact 35th Comm Sq to conduct telephone trace (226-2900).

Osan AB ROK

- Immediately following call record time of call and line on which call was received.
- Contact SFS Desk at 784-5515--they will contact investigations section.
- Complete SFS form detailing call particulars, which will be forwarded to the Comm Sq to facilitate trace.

Yokota AB JA

- Don't hang up phone.
- Contact SFS Desk at 225-7227, request trace.
- SFS will contact telephone maintenance to establish trace on call.